

Date **8 JUL 19**

### ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DD/OIS	<i>EGC</i>	7/9
2. D/OIS	<i>AK</i>	9 July
3. EO/DDA	<i>AK</i>	12 JUL 1982
4. ADDA	<i>AK</i>	12 JUL 1982
5. DDA	<i>AK</i>	12 JUL 1982

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<i>Chief, Regulations Control Division</i>	1105 Ames
	Phone No.
5041-102	

OPTIONAL FORM (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

STAT  
STAT

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		19 JUL 1982
1. ADDA	Initials	Date 19 JUL 1982
2.		
3. DDA		7/19/82
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Registry file

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EO/DDA	Phone No.

5041-102

☆ GPO : 1981 O - 341-529 (120)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

## ROUTING AND RECORD SHEET

STAT

SUBJECT: (Optional) Proposed Agency Information Security Program - Designation of Senior Official (Job #51)

FROM: Harry E. Fitzwater  
Deputy Director for Administration  
7D24 Headquarters Building

EXTENSION

NO.

82-1737

DATE 12 JUL 1982.

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Executive Director

2.

DDCI

3.

DCI

4.

5.

6.

DDA Registry

7.

8.

RCD  
1105 Ames Building

9.

10.

11.

12.

13.

14.

15.

This proposed notice, initiated by the Records Management Division, Office of Information Services, is forwarded for approval.

Executive Order 12356 allows each agency to designate a senior official to direct and administer its information security program. In addition to directing the program, the senior agency official is authorized to relieve agency heads of certain administrative burdens imposed on them under E.O. 12065; e.g., signing written delegations of all original Top Secret classification authority. I recommend that you sign the attached notice designating the Deputy Director for Administration as the senior Agency official.

The Office of General Counsel has provided legal concurrence.

82-1737  
1-2

This Notice Expires 1 February 1983

INFORMATION AND RECORDS MANAGEMENT



STAT

AGENCY INFORMATION SECURITY PROGRAM  
DESIGNATION OF SENIOR OFFICIAL

No Field Counterpart to this 

STAT

Effective 1 August 1982, the Deputy Director for Administration is designated the senior Agency official to direct and administer the Agency information security program pursuant to Executive Order 12356 (Section 5.3(a)).

*15/William J. Casey*

William J. Casey  
Director of Central Intelligence

RC 

(8 July 82)

STAT

Distribution:

Orig - DCI

1 - DDCI

1 - Executive Director

1 - ER

1 - DDA Subject

1 - DDA Chrono

1 - RCD Subject

1 - RCD Chrono

DISTRIBUTION: ALL EMPLOYEES (1-6)

ADMINISTRATIVE - INTERNAL USE ONLY

82-1734/1 + 2

38

ROUTING AND TRANSMITTAL SLIP		Date
		19 JUL 1982
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EA/EXDIR		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

1 - Per your request, the signature line on the attached [redacted] has been changed to read Executive Director.

FYI - It is my understanding that it will take P&PD approximately one week to print, assemble, and distribute the attached [redacted]. Anything you can do to expedite the handling of this would be appreciated.

1-2

STAT

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
[redacted] EO/DDA [signature]	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

\* GPO : 1981 O - 341-529 (120)

STAT

19 July 1982  
DDA 82-1734/2

MEMORANDUM FOR THE RECORD

1-2

FROM: [redacted]  
Executive Officer to the DDA

STAT

SUBJECT: Approval of National Security Classification Guide  
[redacted]

STAT

On the basis of directions I received from the DDA, I requested that the signature line in [redacted] be changed from the DDCI to the Executive Director in line with the latter's request. Chief, Regulations Control Division has expressed some concern as to whether the Executive Director does have the authority to sign the handbook and that OGC may not concur in this course of action. I discussed the matter with [redacted] OGC, because [redacted] worked on the delegation of authority to the Executive Director back in February 1982. When the Executive Director position was re-established several months ago, Mr. Casey signed a general delegation of authority which passed to the EXDIR all authorities vested in the DCI and DDCI for overall daily management of the Agency. While there were specific exclusions from the general delegation, none of these involved the authority to approve the publication of regulatory issuances. [redacted] agreed with the foregoing. My discussion with him on 16 July, and I see no reason why the Executive Director cannot sign off on [redacted]

STAT

STAT

STAT

STAT  
STAT

cc: C/RCD

Distribution:

0 - DDA Subject

1 - C/RCD

1 - EO Chrono

EO/DD [redacted] a(19Ju182)

STAT

1-2

82-1734/1

16 July 1982

MEMORANDUM FOR: Executive Officer to the Deputy Director for Administration

FROM:

[redacted]

STAT

Chief, Regulations Control Division

SUBJECT: Approval of National Security Classification Guide [redacted]

STAT

STAT

1. Per your request of yesterday, we have prepared a new covering memorandum for the Classification Guide [redacted] for Executive Director approval vice that of the DDCI.

STAT

2. As I mentioned to you when we discussed this matter yesterday, Agency regulations contain no delegation of authority from the DCI for the Executive Director to approve publication of regulatory issuances. [redacted] specifies that only the DCI, the DDA, or the DDO (for field issuances) have the approval authority.

STAT

3. The DDCI authority to exercise all the powers of the DCI which would include approval of regulatory policy is contained in [redacted]

STAT

4. The four individual classification guides issued in December 1978 under E.O. 12065 and approved by each Deputy Director were not part of the regulatory system. This is why they could sign approval because each guide was intended primarily for use by the individual directorate. The classification guide [redacted] issued as a result of E.O. 12356 is, of course, in the regulatory system and thus requires authorized approval as provided for in Agency regulations.

STAT

5. The first draft of [redacted] was initiated by RMD/OIS and forwarded to RCD on 14 October 1981. At that time, the covering memorandum was prepared for DDCI (Admiral Inman) approval at the recommendation of the Agency task force that put the guide together. The task force considered that since this new classification guide was an amalgamation of the four individual guides, the DCI or DDCI would be the appropriate level for approval; and the Agency did not have an Executive Director. If [redacted] were not in the regulatory system there would be no problem for the Executive Director to sign approval of this guide. As it stands, however, the General Counsel will probably question its validity when it come to his attention and then some corrective action will have to be taken. In such a circumstance, it may suggest that we were derelict in not getting a ruling from OGC or explaining this dilemma to the Executive Director.

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6. Given this situation, the Executive Director may want to forward the guide to the DDCI for approval or he could ask the DDA to sign approval. The latter option would be appropriate in line with [ ] wherein the DDA was designated by the DCI on 13 July 1982 as the senior Agency official to direct and administer the information security program pursuant to E.O. 12356.

STAT

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MEMORANDUM FOR:

[redacted]

[redacted] said that the EXDIR does not sign off on regulations per [redacted] (attached). He feels it would be confusing because the EXDIR has not signed off on any regs since he came into being. Bill also said that he feels it would be appropriate for Mr. Fizwater to sign off on this since Mr. Blake set a precedence and signed off on the companion piece [redacted] (he apparently signed off on other "companion pieces" but [redacted] only quoted the one listed above).

ba

Date

STAT

STA  
STA

STA  
STA

**Page Denied**

19 JUL  
1982

REMARKS

STAT

# DD/A REGISTRY

FILE: ~~100-334110~~ 1-2

**FROM:** (Name, org. symbol, Agency/Post)

Room No.—Bldg.

**Phone No.**

**OPTIONAL FORM 41 (Rev. 7-76)**  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

Approved For Release 2007/07/23 : CIA-RDP85B00552R000100020007-7

Approved For Release 2007/07/23 : CIA-RDP85B00552R000100020007-7

<b>TRANSMITTAL SLIP</b>		DATE
TO: DDA Subject		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

Approved For Release 2007/07/23 : CIA-RDP85B00552R000100020007-7

OIS

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed [ ] National Security Classification Guide (Job #9764)

FROM:

Harry E. Fitzwater  
Deputy Director for Administration  
7D24 Headquarters Building

EXTENSION

NO.

DD/A Registry

DATE

1 2 JUL 1982

82-1734

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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RCD  
1105 Ames Building

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14.

15.

This classification guide [ ], forwarded for approval, was initiated by the Records Management Division, Office of Information Services. It reflects the changes in classification procedures following the new Executive Order 12356, which becomes effective 1 August 1982, and replaces the four existing directorate classification guides issued under the previous Executive Order 12065.

Regulations Control Division has coordinated this proposal with the following:

Executive Director  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Inspector General  
Comptroller  
Office of Personnel  
Office of External Affairs  
Intelligence Community Staff  
Information Handling Systems  
Architect

Following DDA offices: OC, ODP, OF, OL, OMS, OS, OTE, OIS/IPD, OIS/CRD, and the DDA RMO/IRO.

The Office of General Counsel has provided legal concurrence.

UNCLASSIFIED WHEN SEPARATED FROM ATTACHMENT

1 2 JUL 1982

S-E-C-R-E-T

S-E-C-R-E-T

Approved For Release 2007/07/23 : CIA-RDP85B00552R000100020007-7

25X1

### INSTRUCTION SHEET

This handbook is being published to provide current national security classification guidance to employees under the provisions of Executive Order 12356, National Security Information, which replaces Executive Order 12065 on 1 August 1982.

DISTRIBUTION: AB

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FROM ATTACHMENT

S-E-C-R-E-T

Approved For Release 2007/07/23 : CIA-RDP85B00552R000100020007-7

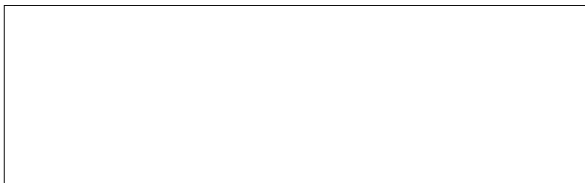
S-E-C-R-E-T



25X1

NATIONAL SECURITY CLASSIFICATION GUIDE

DISTRIBUTION: AB



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FROM ATTACHMENT

S-E-C-R-E-T

S-E-C-R-E-T

CENTRAL INTELLIGENCE AGENCY  
NATIONAL SECURITY CLASSIFICATION GUIDE

25X1

FOREWORD

- REFERENCES: A. Executive Order 12356  
B. Directive No. 1, Information Security Oversight Office (ISOO)  
C. Headquarters

25X1

The CIA National Security Classification Guide has been prepared in accordance with the requirements and criteria set forth in the references. It is approved for use by all Agency and Intelligence Community Staff personnel authorized to classify national security information. The four existing directorate classification guides dated November 1978 will be rescinded 30 days after the approval date of this handbook and should be destroyed at that time.

25X1

Executive Director

25X1

19 July 1982

UNCLASSIFIED WHEN SEPARATED  
FROM ATTACHMENT

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RCD  (15 July 82)

Distribution:

- Orig - Executive Director  
1 - ER  
1 - DDA Subject  
1 - DDA Chrono  
1 - RCD Subject  
1 - RCD Chrono

S-E-C-R-E-T



CENTRAL INTELLIGENCE AGENCY  
NATIONAL SECURITY CLASSIFICATION GUIDE ☐

25X1

FOREWORD

- REFERENCES: A. Executive Order 12356  
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25X1

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25X1

John N. McMahon  
Deputy Director of Central Intelligence

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FROM ATTACHMENT

RCD/ ☐ (12 July 82)

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DISTRIBUTION:

- Orig - DDCI  
1 - Executive Director  
1 - ER  
1 - DDA Subject  
1 - DDA Chrono  
1 - RCD Subject  
1 - RCD Chrono

S-E-C-R-E-T

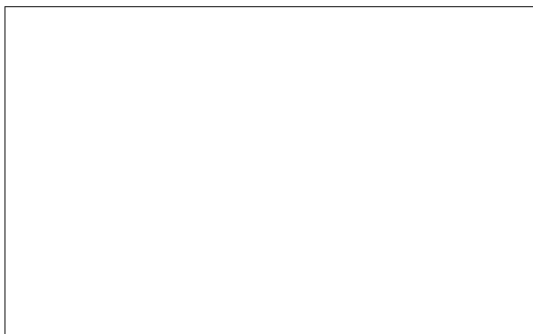
S-E-C-R-E-T

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Attachment

CLASSIFICATION SUBJECTS



25X1

Economics (ECO)

Equipment (EQU)

Finance (FIN)

UNCLASSIFIED WHEN SEPARATED  
FROM ATTACHMENT

S-E-C-R-E-T

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S-E-C-R-E-T

CHAPTER I: THE GUIDE AND ITS USE 

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1. GENERAL 

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The CIA National Security Classification Guide (NSCG) is arranged alphabetically by subject and establishes uniform classification levels for frequently recurring items of national security information. It is a series of predetermined original classification decisions made by individuals authorized to exercise Top Secret national security classification authority by the Director of Central Intelligence. Citing an item in the NSCG is a derivative classification decision, and the classification decision and the classification level specified in the Guide are mandatory.

25X1

2. AUTHORITY TO CITE THE GUIDE 

25X1

## a. Personnel who may use the NSCG:

(1) Personnel without original classification authority who originate information that requires classification are authorized to classify that information by citing the applicable NSCG item and applying the classification level it prescribes.

(2) Personnel with original classification authority also may use the Guide in this manner.

• 25X1

b. The originator of information who classifies that information by citing the NSCG must be identified as the classifier following the word "BY" in the classification authority marking.

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Next 68 Page(s) In Document Denied